

LA CROSSE WISCONSIN

Department of Planning and Development
400 LA CROSSE ST, LA CROSSE, WI 54601 | P: (608) 789-7512

Memorandum

To: DESIGN REVIEW COMMITTEE
KAIT HEGEWALD, HRS ASSOCIATES
DOUG RAMSEY, HSR ARCHITECTS
JEFF MOORHOUSE, PARAGON ASSOCIATES

From: TIM ACKLIN, PLANNING AND DEVELOPMENT DEPARTMENT

Date: February 13, 2026

Re: DESIGN REVIEW PROJECT
BETHANY CHURCH ADDITION (3936 COUTY RD B)

Design Review Committee Members:

Steve Pataska, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Andy Berzinski, Building and Inspections Department
Jason Riley, Building and Inspections Department
Brian Asp, Utilities Department
Bee Xiong, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Samantha Meyer, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On February 6, 2026, plans were submitted to the Design Review Committee for review of the project located at 3936 County Rd B. (Bethany Church) The following comments/feedback have been provided.

All revised plans in accordance with this memo must be submitted to the Planning and Development Department for review, unless otherwise stated. No permits will be issued for this project by the Division of Fire Prevention and Building Safety until they receive written confirmation/approval from the Planning and Development Department.

Requirements Prior to Issuance of a Demolition or Footing & Foundation Permit

- 1) Approval of a Certified Survey Map. (If applicable)
- 2) Combination of parcels for project site. (If applicable)
- 3) Approval of Final Plans from the Engineering Department.
- 4) Approval of Final Plans from the Utility/Water Department.
- 5) Approval of Final Plans from the Building and Inspections Department

Requirements Prior to Issuance of a Building Permit

- 1) Approval of Final Plans from the Planning and Development Department.

Requirements Prior to Issuance of an Occupancy Permit

- 1) A Letter of Credit in the estimated cost amount of the proposed landscaping has been submitted to the Planning and Development Department to guarantee the proper installation and growth of all landscape improvements proposed in the approved Landscape Plan **OR** all proposed landscaping in the approved Landscape Plan has been installed.
- 2) A stamped letter of substantial completion from the design engineer of the project within 10 days of completion.
- 3) Field review and approval of the completed stormwater management facility by the City's Utilities Department.
- 4) Compliance statement required to be submitted from the supervising professional (architect or engineer) observing the construction project.
- 5) Final inspection to be performed by Building & Inspections staff.
- 6) Field review and approval of the completed stormwater management facility by the City's Utilities Department.

Engineering Department- (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Need grades of sidewalk for ADA compliance on designated ADA accessible route.
- 2) No comments regarding parking lot since you are not making changes in those areas. (Stephanie)
- 3) Try to remove steps from main pedestrian routes. (Stephanie)
- 4) The ADA parking is no longer located in an area with the shortest path. Will you be changing the location of your ADA parking to be closer to the main entrance? (Stephanie)
- 5) The drive/drop off road is less than 20'. Can this be increased with this project? (Stephanie)
- 6) Any additional exterior lighting needs to be reviewed via a photometric plan. (Jamie)

Building and Inspections Department

(Contact-Andy Berzinski- 789-7562, Jason Riley- 789-7585)

- 1) Contact United States Postal Service for location and type of mailbox(es) required if applicable
- 2) Will need State Approved Building, HVAC, and Plumbing Plans. (Berzinski)
- 3) Will need Separate electrical, plumbing, HVAC, building and, signage permits. (Berzinski)
- 4) State plan approval for plumbing plans. (Riley)
- 5) Will need sanitary sewer connection fee paid before any plumbing permits will be issued. Will work with Utilities on this item. (Riley)

Police Department- (Steve Pataska-789-7210)

- 1) No concerns at this time. Recommendation to install cameras and entrance and exit points. The Police Department can assist with this effort.

Planning Department-(Contact-Tim Acklin-789-7391)

- 1) No concerns at this time.

Utilities Department- (Brian Asp-789-3897)

- 1) There may need to be a Sanitary Sewer Connection Fee based on the increased bathroom fixtures and building capacity, but we are still investigating expected flow changes.

Engineering Department (Stormwater) - (Contact-Yuri Nasonovs-789-7594)

1. Will need to submit application and review fee. Need to submit review that system from 2017 is working and can handle this project.
 - a. Paragon- Intend to rebuild current system

Fire Department- (Contact- Bee Xiong 789-7260)

1. Fire alarm and sprinkler plans to be electronically submitted to the Fire Department and have state approval of plans.

Parks, Recreation, and Forestry- (Contact-Sami Meyer 789-7560, Dan Trussoni 789-4915)

- 1) If planning for landscaping please provide a Landscaping Plan.